

CALIFORNIA TECHNOLOGY AGENCY TECHNOLOGY LETTER	NUMBER: TL 11-1	DATE ISSUED: DECEMBER 9, 2011
SUBJECT: ESTABLISHMENT OF THE TECHNOLOGY LETTER FORMAT AND PROCESS Replacement of the Information Technology Policy Letter (ITPL) with the Technology Letter (TL)	REFERENCES: SAM 4819.2	

BACKGROUND

In April 2009, the Office of the State Chief Information Officer—renamed the California Technology Agency (Technology Agency) in January 2011—established the ITPL format and process to communicate new state information technology (IT) policy, as well as changes to existing state IT policy. Although the ITPL announced changes in policy, actual state IT policy is not contained in the ITPL, but rather in the State Administrative Manual (SAM); related processes are contained in the Statewide Information Management Manual (SIMM).

PURPOSE AND DESCRIPTION

The purpose of this TL is to announce the establishment of the TL format and process, which replaces the previous ITPL format and process. The SAM will be revised to reflect the replacement of the ITPL with the TL; the revised SAM Section 4819.2 is included as Attachment A.

The Technology Agency will utilize TLs to:

- Convey official communications regarding state IT
- Announce new (or changes to existing) IT policies and procedures
- Announce new (or changes to existing) state IT services or standards

Since the TL serves as an instrument of communication, rather than as the repository of state IT policy, each TL will have a limited lifecycle. When the provisions contained in a TL have been fully implemented and documented in SAM and/or SIMM, the Technology Agency will designate the TL as completed and retired. The Technology Agency will maintain a listing of TLs on its public web site that clearly designates which TLs are currently active, and which are retired.

PROCESS

The existing policy development process has been enhanced to employ a greater degree of collaboration and input from Agency Information Officers (AIO) and Department Chief Information Officers (CIO). In addition, the TL process will include a Post Implementation Review process to review and evaluate SAM/SIMM changes within 12 months of publication. This review process will help to ensure that the SAM/SIMM provisions and related processes function as originally intended. Based on the results of the Post Implementation Review, SAM/SIMM changes may be revised or rescinded, as appropriate.

AIOs and CIOs may submit suggestions for SAM/SIMM changes and TLs by contacting the Technology Agency Policy Office. Contact information can be found at: [Technology Agency Staff Contacts](#).

STATE ADMINISTRATIVE MANUAL EXCERPT

[Note: Text to be deleted is shown in strikethrough; text to be added is shown in bold, italic font.]

4819.2 DEFINITIONS

(Revised 09XX/11)

~~Information Technology Policy Letter~~: Letters issued by the Technology Agency ***conveying official communications regarding state information technology (IT)***, announcing new (or changes to existing) IT policies and procedures, ***or announcing new (or changes to existing) state IT services or standards.***